VIRTUAL CAMPUS: USING ICONS

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How to Import Icons

This tutorial demonstrates how to import icons to your Virtual Campus environment. You will need to download the icon set provided in Webinar 3 to complete these instructions.

Each icon has been named based on the item it represents or a common use (e.g. the icon labeled outcomes which is a target and arrow). Icons may be used to add emphasis to key messages or text, help learners navigate to important areas of the course, or as a relevant decorative element to the course. Icons should be placed near their relevant text, represent a key phrase or word in the text, and stay consistent across the course. For example, placing an icon of a target and arrow next to a heading titled "Learning Outcomes" in each course module.

The associated phrase or text should be one commonly associated with the image. For example, a light bulb icon to represent reflection, ideas, or thinking. Avoid using icons in unconventional ways as this may confuse your learners and your message. For example, using a light bulb icon to represent assignments, exams, or discussion forums.

Instructions

Screen captures of some steps are provided on the next page. For instructions on how to add icons to your content once they are uploaded, turn to .

1. Enter your course
2. Select "**Course Admin**"
3. Click "**Manage Files**"
4. Select "**Upload**"
5. Attach the file "**2020-Webinar 3-Icon Sets.zip**" from your computer
6. Once the file is uploaded, click the arrow next to the title
7. Select "**Unzip**" from the dropdown menu
8. Three folders will appear labelled "Blue icons, Green Icons, Red Icons"
9. You can now place icons in your course using the "Insert Stuff"
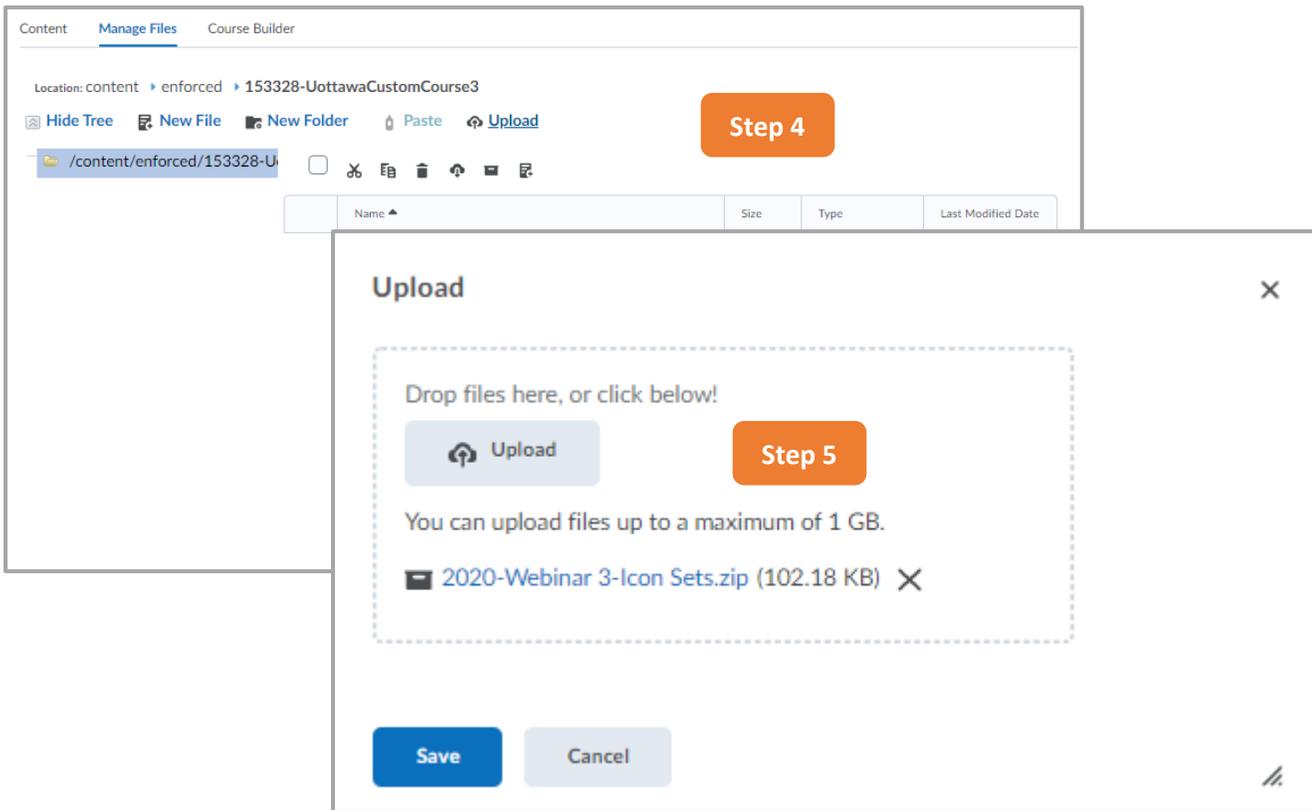
4. Select "**Upload**"
5. Attach the file "**2020-Webinar 3-Icon Sets.zip**" from your computer
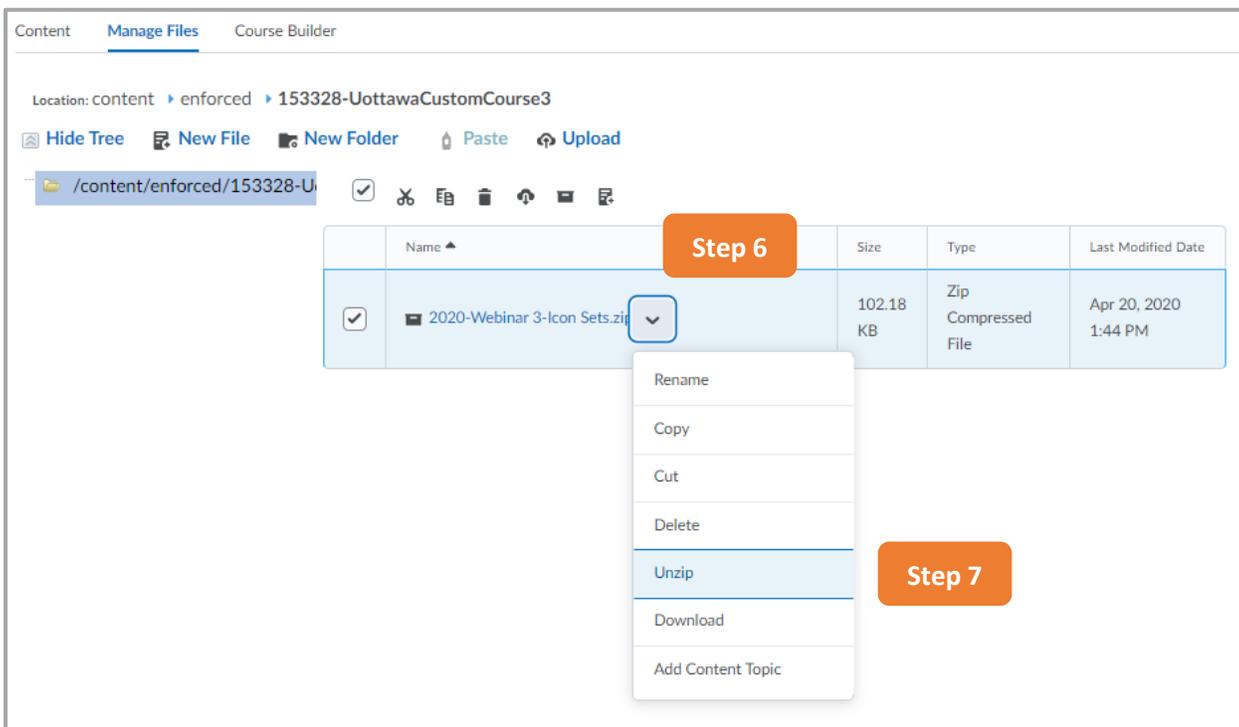
6. Once the file is uploaded, click the arrow next to the title
7. Select "**Unzip**" from the dropdown menu

Content   **Manage Files**   Course Builder

Location: content ▸ enforced ▸ **153328-UottawaCustomCourse3**

⊟ Hide Tree   ⊟ New File   ⊟ New Folder   ⬦ Paste   ⌂ Upload

☐ /content/enforced/153328-U|
   📁 Blue Icons
   📁 Green Icons
   📁 Red Icons

☐ ✂ ⬚ 🗑 ⬆ ◻ ⬚

Step 8

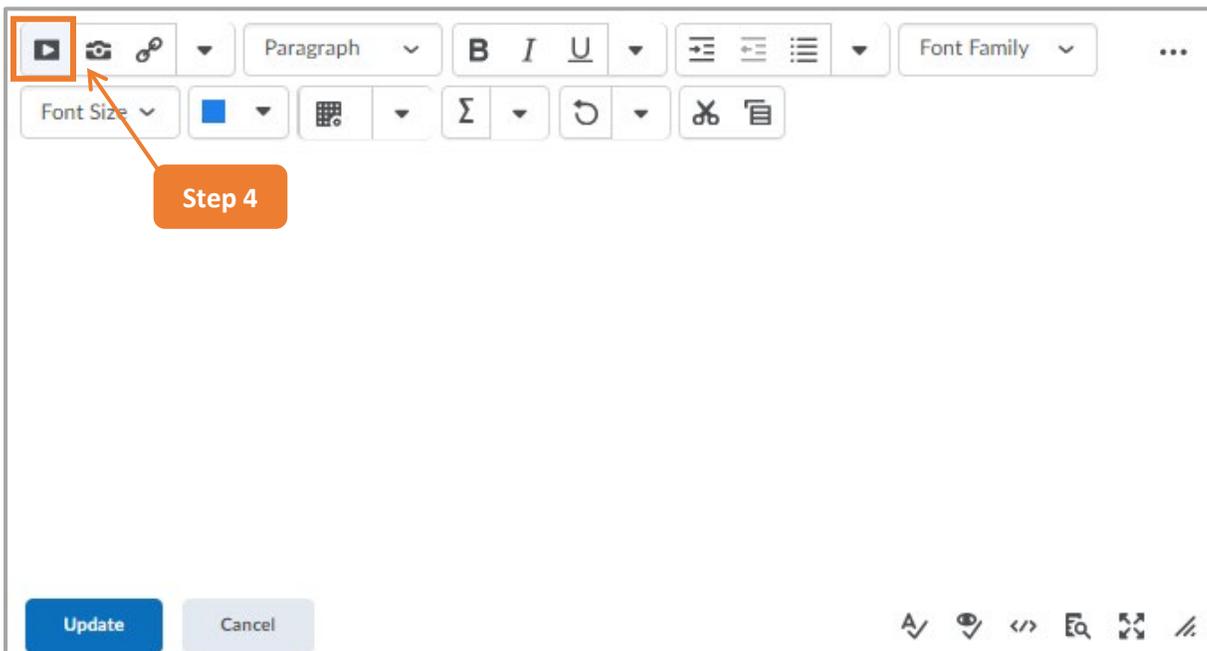|	Name ▲	Size	Type	Last Modified Date
☐	📁 Blue Icons ⌄		Folder	Apr 20, 2020 1:44 PM
☐	📁 Green Icons ⌄		Folder	Apr 20, 2020 1:44 PM
☐	📁 Red Icons ⌄		Folder	Apr 20, 2020 1:44 PM
☐	▪ 2020-Webinar 3-Icon Sets.zip ⌄	102.18 KB	Zip Compressed File	Apr 20, 2020 1:44 PM

8. Three folders will appear labelled "Blue icons, Green Icons, Red Icons"
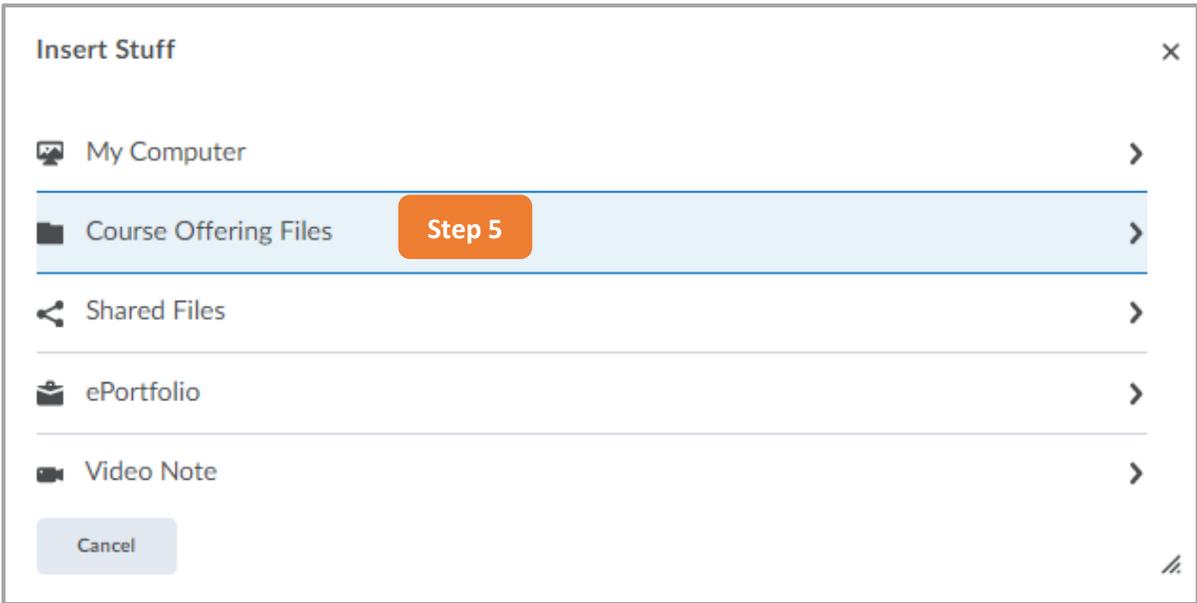
How to Add an Icon to a Content Area

This tutorial demonstrates how to place icons into a content section of your Virtual Campus environment. The instructions follow from the previous tutorial and assume that you have placed your icons in the course offering files.
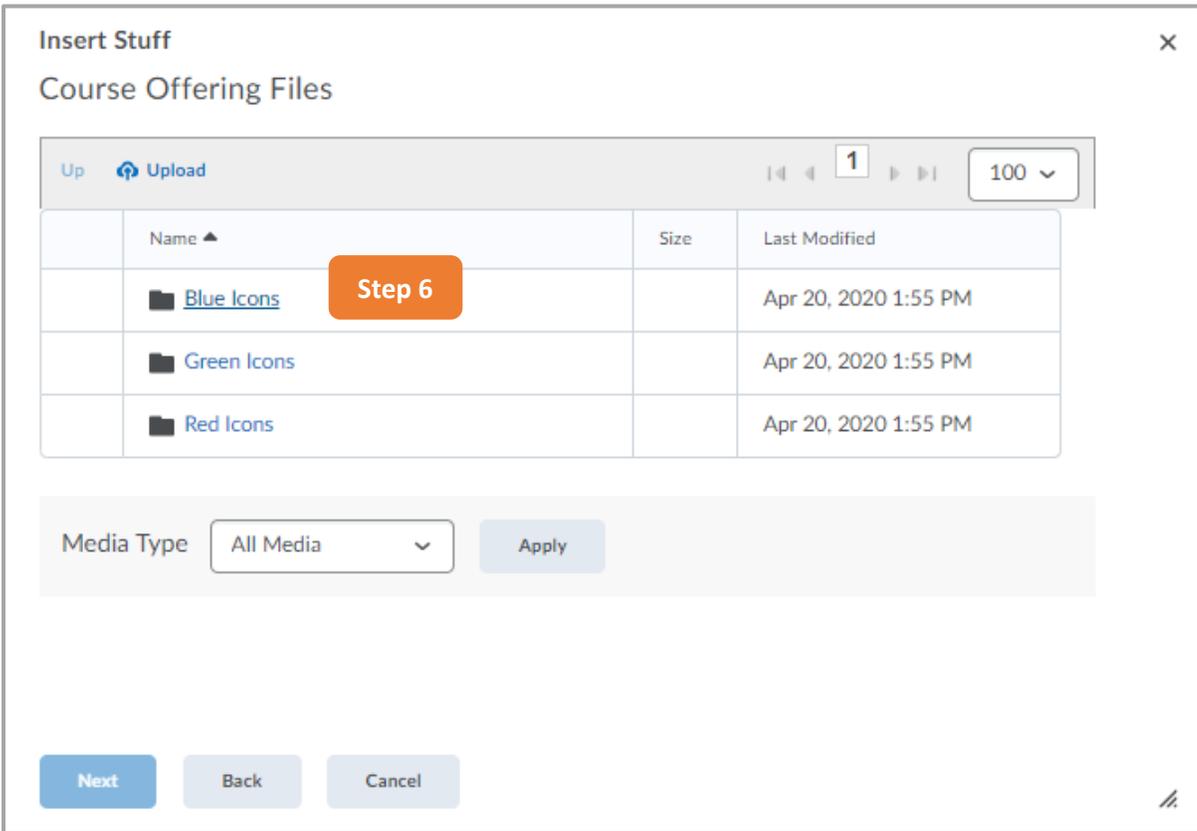
Instructions

1. Create a module or content page
2. Open the text editor
3. Choose an area where you want to add an icon. Note, you can align your icon and text more easily by creating a table (2 columns, 1 row).
4. Select the "**Insert Stuff**" button
5. Select "**Course Offering Files**" to find the relevant icon
6. Choose the relevant icon folder
7. Select the appropriate icon from the list
8. Press "**Next**" to confirm your selection
9. Click "**This is decorative**" and press "**Next**"
   - For accessibility, you can choose to add a "**Link Text**" or title to the icon and an "**Alternative Text**" to describe what the icon represents.
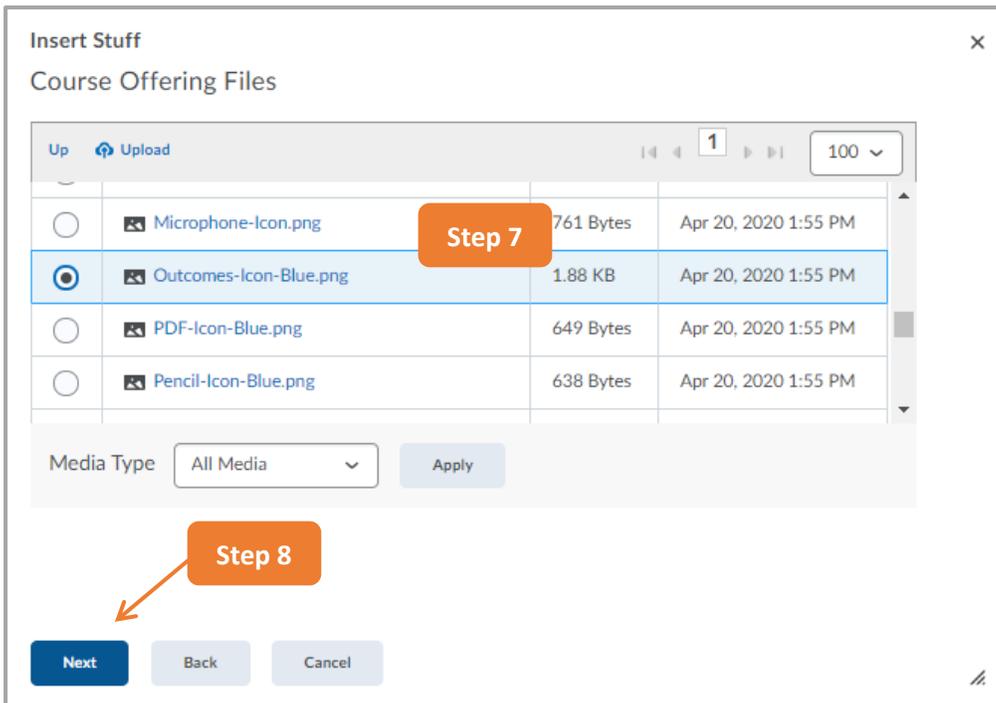10. Finish writing the accompanying text and click "**Update**"

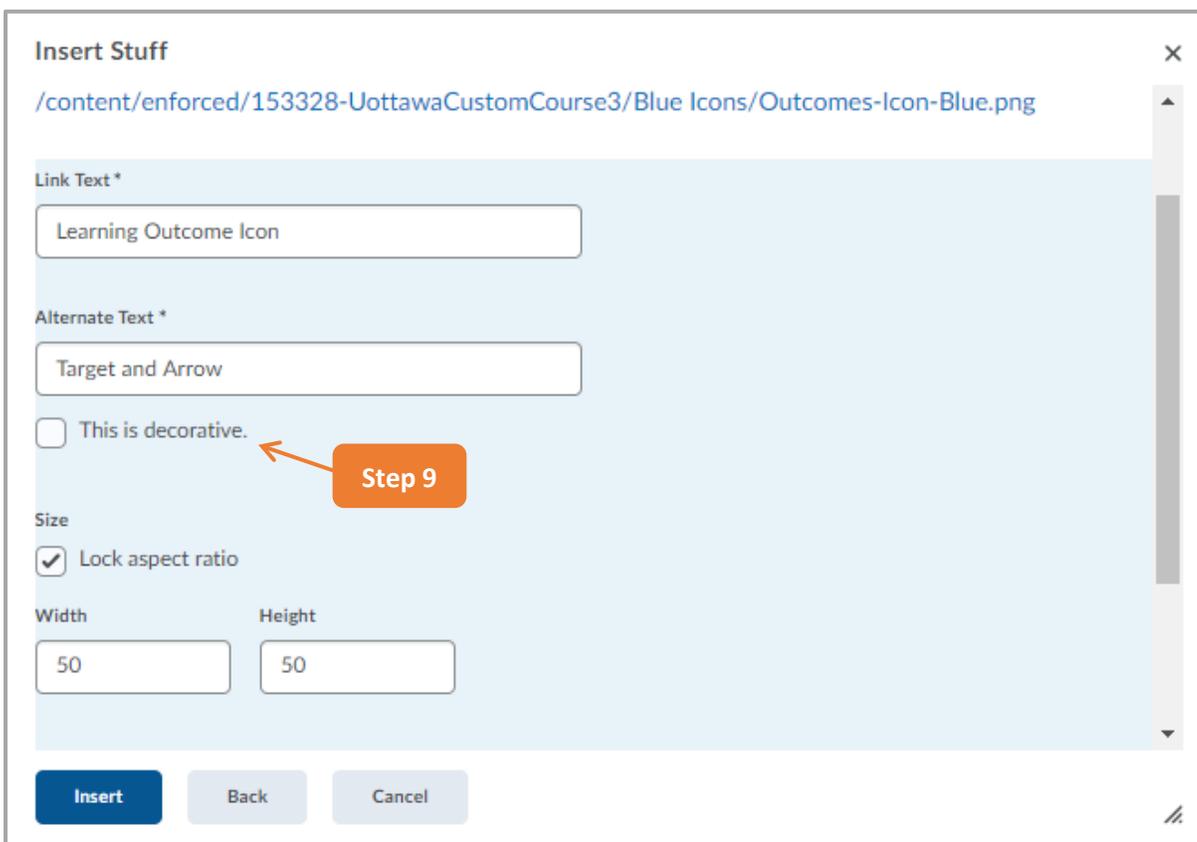4. Select the "**Insert Stuff**" button

Insert Stuff

- 🖼 My Computer
- 📁 Course Offering Files   **Step 5**
- ◁ Shared Files
- 💼 ePortfolio
- 🎥 Video Note

Cancel

5. Select "**Course Offering Files**" to find the relevant icon

Insert Stuff

Course Offering Files

Up   ⬆ Upload |◁ ◁ [1] ▷ ▷| 100 ⌄

Name ▲		Size	Last Modified
📁 Blue Icons **Step 6**			Apr 20, 2020 1:55 PM
📁 Green Icons			Apr 20, 2020 1:55 PM
📁 Red Icons			Apr 20, 2020 1:55 PM

Media Type   All Media ⌄   Apply
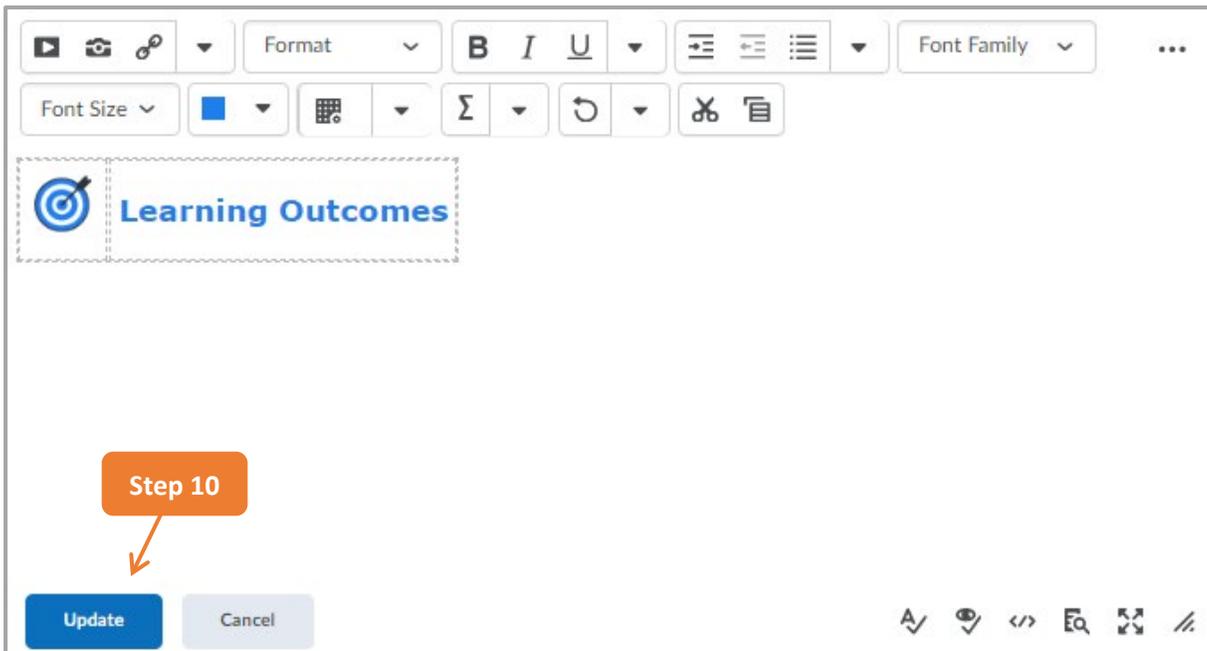
Next   Back   Cancel

6. Choose the relevant icon folder

7. Select the appropriate icon from the list
8. Press "**Next**" to confirm your selection

9. Click "**This is decorative**" and press "**Next**"
   – For accessibility, you can choose to add a "**Link Text**" or title to the icon and an "**Alternative Text**" to describe what the icon represents.

10. Finish writing the accompanying text and click "**Update**"